

CITY OF MANISTEE

JOB DESCRIPTION

JOB TITLE: **Fire Chief**

CLASSIFICATION: Exempt

SUPERVISED BY: City Manager

SUPERVISES: Subordinate Fire Department Personnel

POSITION SUMMARY:

Under the general supervision of the City Manager directs, plans, and coordinates the activities of the Fire Department, through subordinates, in accordance with statutes, ordinances and stated procedures. Formulates departmental goals, maintains annual budgets, and has responsibility for contract negotiations and administration. Coordinates departmental activities with other City departments and takes an active role in public relations activities.

ESSENTIAL JOB FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Responsible for the overall administration of the Fire Department. Directs the activities of Fire command personnel to accomplish ongoing management objectives. Utilize software to monitor trends in Fire Department operations. Use data to manage department efficiently and to best serve City residents.
2. Ensures regular work schedules, activities, department rules, regulations, policies, procedures, and the mission of the fire department are followed.
3. Prepares annual Fire Department budget and participates in Motor Pool budget discussions; monitors expenditures throughout the fiscal year to maintain approved budget and ensure compliance with the City's purchasing policy.
4. Determines and implements policies, regulations, operating procedures, and work methods for the Fire Department.
5. Oversees and coordinates ongoing training programs for all personnel including firefighting, emergency medical services, and fire prevention.
6. Directs the maintenance of apparatus, equipment, and facility.
7. Participates in all facets of labor relations including contract negotiation and administration and processing of grievances for the Fire Department. Evaluate mutual aid agreement(s) and negotiate modifications as needed.

8. Conducts investigations into departmental employee delinquency in performance of duties and violation of laws or regulations.
9. Plans and directs the department's safety program and ensures compliance with applicable state or federal mandates and department safety procedures.
10. Assures adequate ongoing attention to the development and maintenance of accurate records related to workload, resource utilization, and expenditures.
11. Responsible for a variety of personnel management activities including interviewing of job applicants, selection of employees, and evaluation and discipline of subordinate staff.
12. Prepares grant requests and administers grants.
13. Directs and maintains public relations related to Fire/Ambulance issues. Effectively responds to media, citizen, or community inquiries and information requests.
14. Coordinates departmental activities with those of other City departments. Maintains an effective working relationship with counterparts in local, state, regional, and national fire suppression and prevention organizations.
15. Functions as a member of the City Manager's administrative team, participating in key administrative decision-making.
16. Participates directly in emergency and fire suppression activities within the Incident Command System.
17. Attends conferences, workshops, seminars, and meetings to maintain and expand knowledge in management, supervision, fire suppression, and fire prevention.
18. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Associate's degree in fire services or related field; Bachelor's Degree preferred.
- Certified EMT with a license accepted by the State of Michigan; Paramedic certification preferred.
- Michigan Firefighters Training Council Firefighter I&II.
- Michigan Firefighters Training Council Fire Officer I, II, & III

- A minimum of ten years' progressively more responsible fire service experience is required, including a minimum of five years' experience in fire administration, supervision, and/or management. A minimum of five years' experience as an emergency medical technician is required. Experience with emergency transport operations is preferred.
- Skill in establishing and maintaining effective working relationships with City employees, the public and other emergency services personnel.
- A valid Michigan driver's license and an excellent driving record.
- Thorough knowledge of the principles, practices, and techniques of fire suppression and related safety issues.
- Computer literacy required.
- Ability to supervise the work of others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk or stand and talk or hear. The employee frequently is required to sit. The employee is frequently required to use hands and fingers to handle, feel or grasp; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee occasionally is requested to climb or balance; and lift and/or move moderately weighted items. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and ability to adjust focus.

While at fire scenes, the employee may be exposed to extreme heat, chemicals, chemical and other fumes, airborne particles and adverse weather conditions. The noise level in the work environment is usually quiet in the office, but may become extremely loud in the field.

This description is intended to provide a summary of the type and level of work performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required of a person so classified.